



LTE CLERICAL

Grant County Social Services is recruiting for a limited term clerical position for approximately 24 hours per week through March 2022, to assist with answering phones, typing documents, providing information to the public, and other general office duties as needed.

Qualifications: Completion of high school or GED; computer skills, experience working an office setting in clerical support and communication skills.

How to Apply: A [Grant County application for employment](http://www.co.grant.wi.gov) may be obtained at www.co.grant.wi.gov or by contacting the Grant County Personnel Department (608)723-2540. **Letter of interest, resume, and Grant County Application are required.** Application must be on file, completely filled in, no later than **4 p.m. on September 3, 2021 to:**

Grant County Personnel
111 S. Jefferson St.
PO Box 529
Lancaster WI 53813

*This is an **Affirmative Action/Equal Employment Opportunity employer** (AA/EEO). All qualified applicants are encouraged to apply including minorities, veterans, women, and persons with work related limitations.*



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